App. F. IX-4

Previous References.

1949-50
(CB)

File No. 266-49
Serial Nos. 1

Later References.

GENERAL AND REVENUE SECRETARIAT

Serial Nos. One

Part B for Dec 49.

SUBJECT

Arrangements for the work during the absence of Secretaries on leave

No 6833-68C2/CB

D. 29. 12. 49

To

The Secretaries to Govt

2769
CB

GOVERNMENT OF MYSORE.

CHIEF SECRETARIAT,

Dated, 27-12-1949.

It is observed that during holidays, specially when consecutive holidays intervene, arrangements will not have been made by the Secretaries to Government for the conduct of urgent and important work. Some times, there will not be any one to attend to tappals too. Since all the Secretaries are well aware that all emergent communications from Government of India are being sent to the Undersigned, it is very necessary that some arrangement ~~has to be~~ made by the Secretaries to receive the papers, give utmost importance to ~~such papers~~ Them and see that they are not held up on account of holidays. It is hoped that in future such arrangements will exist in all the branches of the Secretariat.

An O.M. may issue from C.B.

27/12.
27.12.49

Submitted

Draft O.M. put up for Consideration.
Chief Secy)
28/12/49

28.12.49.

28/12
28/12/49

Issued O.M. No 6833-6842/CB
to the Secretaries to the Govt
on 29.12.49.

CHIEF SECRETARY
6118
28 DEC 1949
MYSORE.

CB

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

No. 6023-32/C.D.

General and Revenue Secretariat,
Dated Bangalore, 29th Dec. 9 194

OFFICIAL MEMORANDUM.

It is observed that leave notes from Secretaries to Government are being sent sometimes to the Chief Secretary without allowing sufficient time to make arrangements for the conduct of work during such absence and without any suggestion by the Secretaries themselves with regard to the conduct of urgent work during their absence on leave.

In order to avoid urgent work being held up, it is necessary that the Secretaries should see that their leave notes are sent at least three days in advance save in exceptional circumstances and that in any case, definite suggestions for conduct of work during their absence are made so that orders of the Chief Minister wherever necessary are obtained well in time.

By Order,

sd/- Ramakrishnaraja
Chief Secretary to Government.

To

The Secretaries to Government.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

No. 6023-32/G.S.

General and Revenue Secretariat,
Dated Bangalore, 20th Dec. 1934

OFFICIAL MEMORANDUM.

It is observed that leave notes from Secretaries to Government are being sent sometimes to the Chief Secretary without allowing sufficient time to make arrangements for the conduct of work during such absence and without any suggestion by the Secretaries themselves with regard to the conduct of urgent work during their absence on leave.

In order to avoid urgent work being held up, it is necessary that the Secretaries should see that their leave notes are sent at least three days in advance save in exceptional circumstances and that in any case, definite suggestions for conduct of work during their absence are made so that orders of the Chief Minister wherever necessary are obtained well in time.

By Order,

Hon. Ramakrishnaya
Chief Secretary to Government.

To

The Secretaries to Government.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. [illegible]/G.L. *Dated Bangalore, 20th Dec., 1945.*

OFFICIAL MEMORANDUM.

It is observed that during holidays no arrangements are made by certain Secretariat Departments to receive urgent postal packets for them or to deal with important and urgent work in the branches with which they are concerned. This is causing much inconvenience - especially when consecutive holidays intervene.

As the Secretariats to Government are well aware, all important and emergent communications from the Government of India are sent to this Secretariat by Government and have to be attended to without any loss of time.

It is, therefore, very necessary that some arrangement is made by the Secretariat to receive the papers sent for them on holidays by deputing their personal clerks for duty at the Public Offices at stated intervals or otherwise, and to see that no obstruction is met with on account of holidays.

It is hoped that in future such arrangements will exist in all the branches of the Secretariat.

By order,

20/12/45

Under Secretary to Government.

KML

To

The Secretariat to Government

Copy to: Home Department

Registrar, General & Revenue Secretariat.

Appendix F. G.—1]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the 19

Date of issue.....

Signed by.....

List of enclosures.....

Copied by.....

Examined by.....

Section

File No.

Serial No.

Important and Immediate.

No. 6833-6842/CB 28/12/.

To Official Memorandum.

It is observed that during holidays no arrangements are made by the Secretaries to Govt. to receive urgent tappal meant for them or to deal with important and urgent work in the Branches with which they are concerned. This is causing much inconvenience - especially when Consecutive holidays intervene.

As the Secretaries to Govt. are well aware, all important and emergent Communications from the Govt. of India are sent to the Chief Secretary to Govt. and have to be attended to without any loss of time.

It is, therefore, very necessary that some arrangement is made by the Secretaries to receive on holidays the papers meant for them by -

WD 03992—GPB—500—29·9·48

detailing their Personal Clerks
for duty
~~on duty~~ at the Public Offices
at stated intervals or otherwise,
and to see that urgent action is
not held up on account of holidays.

It is hoped that in future
such arrangements will exist in
all the branches of the Secty.

By order,

Chief Secretary to Govt.

2nd 28/12/49

To

The Secretaries to Govt.

Copy to Home Dept.

" to Regr. G. R. S.

28.12.49